

Letterhead

OJCS 1799-74
16 December 1974

Mr. D. D. Scantlebury
Director
Division of Financial and General Management Studies
United States General Accounting Office
Washington, D.C. 20548

Dear Mr. Scantlebury:

1. We have reviewed the draft entitled "Guidelines for Managing Information Processing Systems." It contains a very thorough discussion of the some 206 steps that are taken between the initial feasibility of an information processing system through the operational phase of such a system. It also reviews the 60 work steps involved with the user orienting process. The techniques described in the draft closely correspond to those we use at the Central Intelligence Agency.

2. One drawback of the manual is that not enough is said about when a given step should not be taken. Our experience indicates that very few systems studies need be as comprehensive as the publication assumes. I would be fearful that the magnitude of the manual would overwhelm many of my Project Leaders. Perhaps a condensed version of the book would be helpful with specific assumptions given, e.g., the hardware is specified, the entire development cycle is less than nine months, the total effort is less than three man years, etc.

3. The draft is similar to published books on this topic, such as Management Systems by Glans, but does not explain why some of the steps should be taken. A blend of reasoning for significant steps along with specific guidelines would be most useful.

/s/ [REDACTED] STATINTL
HARRY E. FITZWATER
Director of Joint Computer Support

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UNITED STATES GENERAL ACCOUNTING OFFICE
WASHINGTON, D.C. 20548

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DIVISION OF FINANCIAL AND
GENERAL MANAGEMENT STUDIES

6 DEC 1974

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memo for
action. Done
12/15,*

EX-101	<i>DR</i>
EDWARDS	
DRUGS	
<i>X/AD</i>	

Mr. Harry E. Fitzwater, Director
Joint Computer Support
Central Intelligence Agency

Dear Mr. Fitzwater:

In my letter of September 19, 1974, I invited your technical criticisms and comments on the draft "Guidelines for Managing Information Processing Systems," dated May 1974. We hope to receive your response by January 15, 1975, so that your views may be considered in our next revision.

We are not requesting, at this time, a formal agency position. Rather, our purpose is to solicit constructive criticism, technical comments, and suggestions for improvements. From the responses, we will revise the draft and distribute it to agency heads for formal review and comment. We will also distribute it to a number of professional associations for their review. A final version will be prepared on the basis of these comments.

We have adopted this multistage review process to:

- Assure we receive critical commentary from the broadest range of potential interests in the problems of managing information processing systems,
- Assure that the diversity of technical and managerial interests are represented in the final product, and
- Facilitate and encourage discussion and discovery of developmental work on this very pervasive activity.

Your cooperation will be most appreciated.

Sincerely yours,

DL Scantlebury

D. L. Scantlebury
Director



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UNITED STATES GENERAL ACCOUNTING OFFICE
WASHINGTON, D.C. 20548

OJCS #1350-74

DIVISION OF FINANCIAL AND
GENERAL MANAGEMENT STUDIES

SEP 19 1974

Mr. Harry E. Fitzwater, Director
Joint Computer Support
Central Intelligence Agency
2431 E Street, NW.
Washington, D.C. 20505

Dear Mr. Fitzwater:

STATINTL

We are circulating this draft entitled "Guidelines for Managing Information Processing Systems" to obtain your comments and suggestions before finalizing the guidelines. I would appreciate your review of this draft and your comments and suggestions along the lines of the format enclosed.

We would like to finalize the guidelines by March of 1975 and thus would appreciate having your reply by January 15th. If you have any questions, please feel free to contact me or Dr. Carl R. Palmer of my staff (202) 376-5323.

Sincerely yours,

D L Scantlebury
D. L. Scantlebury
Director

Enclosures

COMMENT SHEET

GUIDELINES FOR MANAGING INFORMATION PROCESSING SYSTEMS

1. RESPONDENT:

(Individual and agency identification)

2. GENERAL OVERVIEW:

(For example, comments as to scope, design, utility and value to potential users of publication)

3. SPECIFIC SUGGESTIONS:

(As many items as you wish on separate pages, please)

a. Item Identification:

Major Section Title _____

(i.e. Information System Generating Process)

Subtitle _____

(i.e. Activity Initiation Phase I.0)

Page Number _____

b. Observation:

c. Recommended Revision:

TO FACILITATE CLASSIFICATION AND
EVALUATION OF RESPONDENT'S
VIEWS, PLEASE ORGANIZE
COMMENTS GENERALLY IN THIS FORMAT

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	SECRET
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3	D-		J
4	C/AD		
5	D-		
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APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
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